

FULL NAME

Address, City, State Zip ▪ emailaddress@mail.com ▪ ###-###-####

EDUCATION

UNDERGRADUATE SCHOOL

Bachelor of Degree

CITY, STATE

MONTH, YEAR

- Honors/Activities:
- GPA: #/4.0
- [High School GPA: #/4.0; SAT: #/2400]
- Honors:
- Relevant Coursework:
- Technical Skills:

PROFESSIONAL EXPERIENCE

COMPANY

CITY, STATE

POSITION

MONTH, YEAR – MONTH, YEAR

Summary of company industry if not well known; this provides context for job (good starting place is your company's mission statement).

- Responsibilities.
- Action; impact.
- Action; impact.
- Action; impact.

COMPANY

CITY, STATE

POSITION

MONTH, YEAR – MONTH, YEAR

- Responsibilities.
- Action; impact.
- Action; impact.

COMPANY

CITY, STATE

POSITION

MONTH, YEAR – MONTH, YEAR

- Responsibilities.
- Action; impact.
- Action; impact.

LEADERSHIP & ACTIVITIES

ORGANIZATION

CITY, STATE

POSITION

MONTH, YEAR – MONTH, YEAR

Summary of organization purpose if not well known; this provides context for job (good starting place is organization mission statement).

- Responsibilities.
- Action; impact.
- Action; impact.

ASSOCIATION

CITY, STATE

POSITION

MONTH, YEAR – MONTH, YEAR

- Responsibilities.
- Action; impact.

ADDITIONAL INFORMATION/SKILLS AND INTERESTS (pick one title—these are just examples)

Technical Training: use this area to highlight technical skills you have that are unique

Languages: Language (fluent) ▪ Language (conversational)

Achievements: Any recognition, awards, honors

Interests: Include any interests you have

SARA SAMPLE

1234 Cadet Drive, Colorado Springs, CO 20061 ▪ sarah.sample@mail.com ▪ 719-531-2006

EDUCATION

UNITED STATES AIR FORCE ACADEMY

COLORADO SPRINGS, CO

Bachelor of Science, Aeronautical Engineer

MAY, 2015

- 3.73/4.0 GPA (Major) | 3.67/4.0 GPA (Cumulative)
- Relevant Coursework: Introduction to Finance Theory, Probability & Statistics, Multivariable Calculus, Thermodynamics I & II
- Roslyn Schulte Memorial Scholarship: awarded to rising college junior that demonstrated leadership and social responsibility
- London School of Economics Study Abroad Program (Spring 2014)

COLORADO ACADEMY

DENVER, CO

MAY, 2011

- 4.4/4.0 GPA | 3.8/4.0 GPA (Un-weighted)
- SAT: 2350/2400
- Class of 2011 President, National Society of Collegiate Scholars, Varsity Volleyball Captain

EXPERIENCE

GOLDMAN, SACHS & CO.

NEW YORK, NY

INVESTMENT BANKING SUMMER ANALYST (INDUSTRIALS GROUP)

MAY 2013 – AUG 2013

- Advised on \$1.2B sell-side M&A deal, completed buy-side M&A screen, and contributed to 11 total project teams
- Drove financial analysis for sell-side M&A deal, built the levered model projecting operations, financing and returns
- Completed 3 subsequent model iterations and built sensitivities; coded Excel macros to improve client experience
- Communicated with clients, partner banks, Goldman leadership to create investor materials and facilitate deal processes
- Performed M&A screen for \$20B client, designed 7 quantitative screen criteria and ranked 30 potential targets
- Built accretion-dilution mini-combo model with flexible architecture facilitating numerous targets and premium scenarios
- Read equity research and 10-Ks to create profiles, perform sum-of-the-parts valuation, and write growth commentary

AIR FORCE ACADEMY MANAGEMENT DEPARTMENT

COLORADO SPRINGS, CO

FINANCE RESEARCH ASSISTANT FOR PROFESSOR DR. ANDREW LOWE

MAY 2012 – MAY 2013

- Analyzed SEC filings to assess target company valuations of strategic buyers compared to those of financial buyers
- Reviewed over 300 takeover auction background, identifying data points to calculate takeover premiums paid
- Systemically organized information using Excel to facilitate data analysis and further research
- Reviewed final paper for previous, relevant topic, and provided content and conceptual improvements

MIKE'S DEPARTMENT STORE

DENVER, CO

SALES CLERK

MAY 2011 – AUG 2011

- Advised customers and completed sales
- Increased sales earnings by 20% in the Junior's Department for the period of June to August
- Named "Employee of the Month" by recommendation of customers for friendly and helpful service (July)

LEADERSHIP & ACTIVITIES

CADET FOR A DAY, INC.

COLORADO SPRINGS, CO

FOUNDER/PRESIDENT

NOV 2011 – PRESENT

- Founded and direct national 501 (c)3 non-profit spanning 3 states bringing diverse elementary students to the United States Air Force Academy for a "cadet for a day" experience; exposes students to engineering and school opportunities
- Built organization structure, lead executive team with special initiatives department; fundraised \$56K for annual budget
- Monitor non-profit compliance, write and deliver grant presentations, and speak publicly about organization experiences

ADDITIONAL INFORMATION

Technical Training: Java, C+, Python, App development

Languages: Spanish (fluent), French (conversational)

Interests: Volleyball, CrossFit, World Cup